**Account Request Process**

Please ensure that you have completed your background paperwork before submitting for an RDHPCS account. You should either have a valid CAC or have successfully submitted your E-QIP form. See the suitability check link for more detail.

RDHPCS account requests require approval from the following roles before the account can be created. For a complete list of roles, please review the R&D HPCS roles guide which can be found at Roles.

· Principle Investigator (PI) - to verify acceptance of the user to the project - the PI MUST approve/deny before anyone else (The Portfolio Manager (PfM) may approve for the PI but is not automatically emailed of the awaiting request unless set up as an Alternate PI).

· HR - to verify suitability.

· IT Security - to verify IT Security Awareness Course (ITSAC) training.

· Resource Manager (RM) - to verify that all appropriate vetting for the account has occurred.
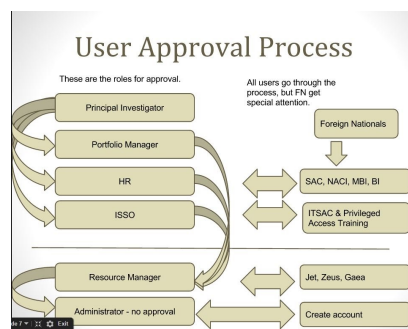
Required components for access:

· ITSAC training completed within the last year

· Suitability Check

· NOAA email

· Agree to policies and procedures

Workflow for User Request:

After user submits request for access to a Project:

1. The PI will receive email to authorize user access.
2. Once the PI has authorized this user, the system checks to see if the user is 'current'. A 'current' user is one with a valid suitability check and ITSAC training.
   - If user is 'current', email authorizing user access goes to the System Admins
   - If user is not 'current', or is new, email simultaneously goes to both HR (background checks) & ISSO (ITSAC training)
3. Once both HR & ISSO have cleared the user, an email to authorize user access goes to the Resource Manager (RM)
4. Once the RM has authorized the user:
   - an email is sent to all RMs and a notification email is sent to the user

- an email is sent to the Admins to create the account

Email Notifications

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